Organizational Management and Personnel Islamic Education

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Abstract

This research tries to discuss related to organizational management and personnel of Islamic education. The approach used in this study is a qualitative approach. The reason for using a qualitative approach is because this research was conducted to obtain an in-depth picture of the organization and personnel of Islamic education. This research is designed in the form of library research which uses various sources of literature as a source of research data. This research is a study related to the thought of a character in a certain period of time, so that the methodological approach used is the content approach. This study concludes that personnel management is manifested in clear job descriptions to create overlapping jobs. This personnel management starts from the stage of the employee procurement plan, placement, evaluation, repairs, compensation, employees to employee traffic jams. This is done to obtain profiles of employees who truly have qualifications in terms of maximum expertise, skills, motivation and creativity.

Keywords: *Organization, Management, Personnel, Education, Islam.*

INTRODUCTION

Every organization has a vision, mission and goals to achieve. Whatever the form, the organization will not be able to run properly and cannot achieve its goals if it is not managed with a good managerial system. An organization that has large enough funds, adequate facilities and a supportive environment, but if it is not managed with good management, it can be ascertained that the continuity of the organization will not run well.

According to Robbin SP. quoted by U. Saefullah, the organization is a system consisting of a pattern of cooperative activities carried out regularly and repeatedly by a group of people to achieve a goal (Saefullah, 2012 : 23). The management according to Malayu SP. Hasibuan is the science and art of regulating the process of using human resources effectively which is supported by other resources in the organization to achieve certain goals (Hasibuan, 2017 : 98). Management also means a process of planning, organizing, directing and controlling in all its aspects so that organizational goals are achieved effectively and efficiently (Hakim, 2014 : 76).

The second management function, namely organizing, is a management function that follows planning. In organizing, there is a synchronization process and a combination of all resources in the organization which are combined into one to achieve organizational goals (Sarinah, 2017 : 43). According to Terry, quoted by M. Rifa'i and M. Fadhli, Organizing is an effort to create a clear task relationship between personnel, so that everyone can work together in good conditions to achieve organizational goals (Rifa'i & Fadli, 2013 : 34). According to Stoner, quoted by Manda, organizing is a pattern of relationships through people under the direction of managers to achieve common goals (Manda, 2016 : 90).

Based on the understanding of organizing according to the experts above, it can be concluded that organizational management is the process of organizing the duties, powers and responsibilities of each individual as a unit to achieve the goals that have been planned.

In organizing, members of the organization are assigned tasks according to their skills, abilities and capacities. According to Karta Sapoetra quoted by Qurrata Akyuni, the benefits of this organization are 1) knowing the relationship and division of labor becomes clear; 2) the right and desired relationship, facilitating coordination so that all activities become easy to carry out; 3) the use of human resources components and the proper relationship between work, people, implementation and facilities can be balanced so as to realize effective and efficient work; 4) clear delegation; 5) each individual knows their respective duties (Akyuni, 2018 : 94).

Organizational members are personnel who carry out all tasks in the organization, the management of this personnel is called personnel management. Personnel management is the part of management that manages the members of the organization which is one part of the management system (Rosyad, n.d.). The purpose of personnel management is how to use employees efficiently, be able to work together, be responsible and be able to create, maintain and develop a pleasant working atmosphere between individuals.

According to Jahari as quoted by Fitriyah Ekawati, human resources are a central factor in an organization. Human resources in the organization consist of all the people who are active in the organization. So, humans are a strategic factor in all institutional / organizational activities (Ekawati, 2018 : 121).

Personnel / human resource management is a system of procurement, development, distribution of compensation, integration and maintenance of labor with the aim of being able to help achieve organizational, individual and community goals (Wilson, 2012 : 7-13).

METHOD

The approach used in this study is a qualitative approach. The reason for using a qualitative approach is because this research was conducted to obtain an in-depth picture of the management organization and personnel of Islamic education. This research is designed in the form of library research, namely using various sources of literature as a source of research data. This research is a study related to the thought of a character in a certain time, so the methodological approach used is the content approach. (Moleong, 2001).

RESULT AND DISCUSSION

1. Organizational Management
   a. Definition of Organizational Management

The term organization has two general meanings. The first is as an institution or functional group, for example a company, a school, an association, government agencies. The second refers to the organizing process, namely how work is organized and allocated among members so that organizational goals can be achieved effectively.

While the organization itself can be defined as a collection of people with a system of cooperation to achieve common goals.

According to Handoko, the organization is;

1) Details of all work that must be carried out to achieve an organizational goal.
2) The division of the total workload into activities that logically can be carried out for one person.

3) Procurement or development of a mechanism to coordinate the work of organizational members into an integrated and harmonious unit (Hani, 2003 : 168).

Handoko added that organizing is a joint work arrangement with financial, physical and human resources in the organization. Organizing is the preparation of an organizational structure in accordance with the objectives of the organization, its resources and the environment that surrounds it.

According to Melayu S.P. Hasibuan: Organizing is a process of determining, grouping and arranging the various activities needed to achieve goals, placing people in each activity, providing the necessary tools, assigning relative authority delegated to each individual who will carry out the activity (Hasibuan, 2017 : 118).

Organization according to Wendrich in Husaini Usman Management Theory, Practice and Educational Research is the process of designing activities within the organizational structure to achieve predetermined goals (Usman, 2006 : 128). Meanwhile, Sutarto defines an organization as a collection of people, a process of division of labor, and a system of cooperation or social system (Usman, 2006 : 129).

Although management experts provide different definitions of the organization, we can conclude that the organization is a process of working together between two or more people to achieve organizational goals effectively and efficiently. This definition is general and applies to all organizations including educational organizations.

Organizing as a process of dividing work into smaller tasks, assigning these tasks to people according to their abilities and allocating resources and coordinating them in order to effectively achieve organizational goals.

b. Organizational Goals and Benefits

An organization must have clear objectives, otherwise the organization will not be directional. Humans need to organize with several goals, according to Karta Sapoetra the organizational goals include:

1) Effective organizing will cause each member of an organization to know what activity groups are carried out.
2) With proper organizing, assertiveness, clarity in work relations within an organization will be obtained.
3) The constant and desired relationship between activities and implementation will be achieved, this organizational benefit is much greater than a group of individual efforts.
4) Good organizing also means that the delegation of authority is carried out steadily, so that they receive an abundance of responsible authority.
5) Effective organizing means making the best possible use of human components and the proper relationships between specific jobs, people, operations and facilities are further researched and balanced in such a way as to obtain work effectiveness and efficiency (Sapoetra, 1982 : 42).

c. Organizing Process

Ernest Dale in Nanang Fattah, Education Management Foundation provides organizing as a multi-step process. The organizing process is as follows:

1) Job details
2) Division of labor

3) Work unification
4) Coordination of work
5) Monitoring and Reorganization (Fattah, 2009 : 72).

The first stage, which must be done in detailing the work is determining what tasks must be done to achieve organizational goals.

The second stage, divides the entire workload into activities that can be carried out by individuals or groups. Here it should be noted that the people to be assigned the task must be based on the qualifications neither too heavy nor too light.

The third stage combines the work of the members in a rational and efficient manner. Grouping of interrelated tasks if the organization is enlarged or complex. This unification of work is usually called departmentalization.

The fourth stage, establishes a work mechanism to coordinate work in a harmonious whole. In every person and every part carrying out work or activities the possibility of conflict between members and coordination mechanisms allows each member of the organization to continue to work effectively.

The fifth stage, monitors and takes adjustment steps to maintain and increase effectiveness. Because organizing is an ongoing process. It is necessary to reassess the previous four steps programmatically or periodically to ensure consistency, effectiveness and efficiency in meeting needs.

   d. Organizing in Islamic View

Organizing all resources to optimize the abilities of each individual so that cooperation is realized in achieving goals through the implementation of plans. Allah SWT in Surah Al-Maidah verse 2 says which means:

   "And help you in (doing) kindness and piety, and don't help in sin and enmity.."

In organizational life, which contains a collection of a number of people, there is a division of fields of work, there is coordination where cooperation takes place and efforts to achieve common goals (organization) which simultaneously accommodate individual goals. The division of work creates the existence of leaders and members whose authority and exemplary influence the members to work voluntarily and jointly achieve goals.

In Surah An-Nisa ', verse 58 which means:

   "Indeed, Allah has told you to convey a message to those who are entitled to receive it, and if you establish a law among humans you should establish it fairly. Truly the best that teaches you."

One who is represented to him and fully aware that he will be held accountable before Allah. Those who accept the mandate must be accountable to Allah and the organization that gave the trust. The mandate must be given to people who are entitled, namely people who have intellectual and managerial competence, in the organization must be given a mandate in a certain position according to their abilities, because professionalism is highly valued in Islam..

2. Personnel Management

Islamic education is the process of guiding a person towards spiritual and physical growth according

to Islamic teachings towards a Muslim personality. Management of Islamic education is a process of structuring or managing Islamic educational institutions that involve Muslim human resources and mobilize them to achieve the goals of Islamic education effectively and efficiently as illustrated in the above understanding.

There are 3 (three) basics of Islamic education management, namely: Al-Qur'an, As-Sunnah and Atsaar as well as the prevailing laws and regulations in Indonesia (Uhbiyati, 1998 : 19).

Management of Islamic education is a management function, where when the elements are not implemented, the optimization of results will not be achieved. There are 4 (four) elements of Islamic education management, namely: planning, organizing, actuating, controlling (Effendy, 1986 : 112).

1) Planning adalah perencanaan, yang merupakan tindakan yang akan dilakukan to obtain the specified results in a certain time and space.
2) Organizing (Organizing) is the arrangement and arrangement of parts to become a unit. Organizing is needed in Islamic education in order to unify the vision and mission with a neat organization so that goals can be achieved.
3) Actuating is essentially moving people to achieve the goals set effectively and efficiently. Actuating is the application or implementation of plans that have been compiled and planned.
4) Control is a determinant of what must be carried out as well as assessing and improving so that the implementation of the program is in accordance with what is planned by Islamic education.

What is very important in the management of Islamic education is the management components. There are at least 7 (seven) management components that must be managed properly and correctly, including:

1) Curriculum and teaching programs,
2) Education personnel (school personnel / employees),
3) Student,
4) Finance and financing,
5) Educational facilities and infrastructure,
6) School and community cooperation, as well
7) Special services for educational institutions (Mulyasa, 2005 : 87).

Manajemen tenaga kependidikan atau manajemen personalia pendidikan aims to utilize education personnel effectively and efficiently to achieve optimal results, but still in pleasant conditions.

In this connection, the personnel functions that must be carried out by the leadership are attracting, developing, reviewing and motivating teacher personnel to achieve system goals, helping members achieve standard positions of behavior, carrying out career development of education personnel, and aligning individual and organizational goals.

The purpose of education is not only to develop children's knowledge, but also attitudes, personalities, and social-emotional aspects in addition to other skills.

To manage human resources so that they have maximum skills, motivation and creativity, it is necessary to go through the following stages:

Identification of staff / employees

This stage is closely related to the employee procurement plan. In order to meet the needs of employees at a school, institution or organization, it is necessary to have a staffing plan. However, beforehand, job analysis and job analysis must be carried out to obtain a description of the tasks and

jobs that must be carried out.

Identification of staff or employees is an introduction to the qualities possessed by prospective staff both in terms of personality degrees, desires or expectations, motivation and expertise according to their needs or the type of work / position assigned to them.

Identification can be divided into recruitment and selection. Recruitment is the process of identifying potential staff candidates who will potentially be accepted. While the selection is the process of selecting candidates whose quality levels such as personality, needs or expectations, motivation and skills / expertise do indeed have the requirements to carry out a special job / position to be assigned. The selection is usually carried out by means of a series of exams, both oral and practical. But sometimes, in an organization, the procurement of employees can be brought in internally or from within the organization, whether through promotion or transfer..

Placement

If the recruitment of employees has obtained candidates for employees who match the specified employee qualifications, the leadership determines the possibility of their placement. The main objective of placement is to seek maximum certainty about the suitability of positions / tasks that must be filled with individual abilities and expertise as well as personal characteristics of individuals..

Adjustment

The main purpose of adjustment is to help a new employee understand and adapt to expectations, roles, and develop a sense of belonging and recognizing the school and society. This stage is closely related to the coaching and development of staff or employees. Where the function of coaching and developing employees is a personnel management that is absolutely necessary, to improve, maintain and improve employee performance. This activity can be done by means of on the job training and in service training. This coaching and development activity does not only concern aspects of ability, but also concerns employee careers.

Evaluation

To find out the extent to which the level of ability and success of the employees of a leader, it is necessary to evaluate the performance of the employees. Evaluation includes assessing the performance level of each personnel / staff in achieving the expected results. The appearances referred to here include. individual achievement and participation in school activities, as well as employee personality. This assessment is not only important for the school, but also for the employees themselves. For employees, the assessment is useful as feedback on various things, such as abilities, strengths, weaknesses and potential which in turn is useful for determining goals, pathways, plans, and career development.

According to Ismed Syarif, there are several things that are important to be assessed in the employee appraisal list, namely:

1) Workability
2) Craft
3) Compliance with work discipline
4) Responsibility towards duties
5) Cooperation relationship
6) Conduct inside and outside the service
7) Initiative (initiative)

8) Leadership
9) Occupation in general (Suryosubroto, 2004 : 90-91).

Repair

Based on the results of the evaluation carried out, it is necessary to improve to improve professionalism and to improve the weaknesses and shortages of employees that have been identified. The improvement can be in the form of education and training which is a form of human resource development program (personal development). This refers to the meaning of education and training which is a learning program that is planned to produce staff members to improve the appearance of someone who has been assigned a job (Wahjosumidjo, 2010 : 380).

Employee compensation

Compensation is remuneration provided by the organization to employees, which can be valued in money and has a tendency to be given regularly. Compensation other than in the form of salary, can also be in the form of allowances, housing facilities, vehicles, and others. The problem of compensation is a form of challenge that must be faced by management, because employees' compensation is no longer seen as merely a means of satisfying their material needs, but has been linked to human dignity..

Termination of employees

Termination of employees is a personnel function that causes the organization and personnel to be disengaged from their rights and obligations as an institution where they work and as employees. In the future, each party may be bound by the agreement and the terms of being a former employee. The reasons for this employee dismissal can be grouped into three types, namely:

1) Termination upon own request;
2) Dismissal by the service or government, for those with civil servant status;
3) Termination due to other causes, such as death, disappearance, time off but not reporting, etc.

CONCLUSION

Islamic Education Institutions as an organization involve so many individuals who have different tendencies from one another. Both from a social background, education and even as individuals who have different personalities from each other. Each of these individuals cooperate with each other to achieve the same goals of the organization that supports them.

It is not easy for an organizational leader to build harmonious cooperation in the organization for which he is responsible. Organizational leaders must be able to manage the organization well, especially in the aspect of managing personnel as human resources who are the driving force of an organization.

This personnel management is manifested in a clear job description to avoid job overlapping. This personnel management starts from the stage of the employee procurement plan, placement, adjustment, evaluation, repairs, employee compensation to employee dismissal. This is done to obtain profiles of employees who truly have qualifications in terms of maximum expertise, skills, motivation and creativity.

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